

**Prince George's County Public Schools
Internal Audit Department
School/Office: International High School at Largo**

Response Date December 2019

Findings	Recommendations	Concur Non-Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1. <u>2020.01 Delinquent Collections</u>	The principal and recordkeeping staff should establish hours restricted for remitting funds thereby allowing adequate time to verify collections and making deposits timely. The principal should ensure that depositing SAF is continually made a priority.	Concur	The bookkeeper and principal are posting deposit times in the weekly updates for staff to adhere.	Dec 2020	Implemented
2. <u>2020.02: Mismanagement of Disbursements</u>	A. The principal and recordkeeping staff should ensure SFEFs are entirely completed and properly approved prior to purchasing. Also, the recordkeeping staff should ensure the 'funds available' line on the SFEF is properly completed prior to forwarding the form to the principal. B. The recordkeeping should ensure all reimbursements made to staff are from an approved vendor. C. Emphasis should be made on the importance for document retention, specifically retention of cancelled checks. The principal should provide oversight and hold staff accountable for compliance.	Concur	A. The principal and bookkeeper are ensuring that forms are completed entirely before approving any purchases or fundraisers. B. Following purchasing presentations in summer 2018, all approved purchases have been from vendors and will continue to follow this recommendation/requirement. C. Principal oversight has increased.	Nov 2020 SY19 & SY20	Implemented

Principal Signature  _____
Date 12/10/19

3.	<p><u>2020.03 Year-end Monetary Transmittal Forms Envelope Submission</u></p>	<p>The principal and financial recordkeeping staff should immediately familiarize staff of the specific requirements for end-of-year MTF collection in the APM. The principal should develop and document specific internal controls to mirror those requirements. The internal controls should include responsibilities for staff members, the financial recordkeeping staff, the designated administrator, and the principal. The principal should provide enforcement of controls to ensure envelopes are properly collected, sealed, and signed.</p>	Concur	<p>Internal Auditor Derrick Martin was invited and presented financial requirements at a staff meeting following the audit in winter 2019. Processes have been revised since the audit.</p>	Fall 2019	Implemented
4.	<p><u>2020.04 Retention of Financial Reporting Documentation</u></p>	<p>The principal must ensure that financial records are retained for the stipulated period of 7 years and in an organized manner. The principal should oversee the process for ensuring school records are properly maintained and secured. Staff should be held accountable for compliance.</p>	Concur	<p>All financial records have been filed and dated in a drawer accessible to the principal and record keeping team. This file will be maintained for seven years.</p>	Fall 2019	Implemented

Principal Signature 

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